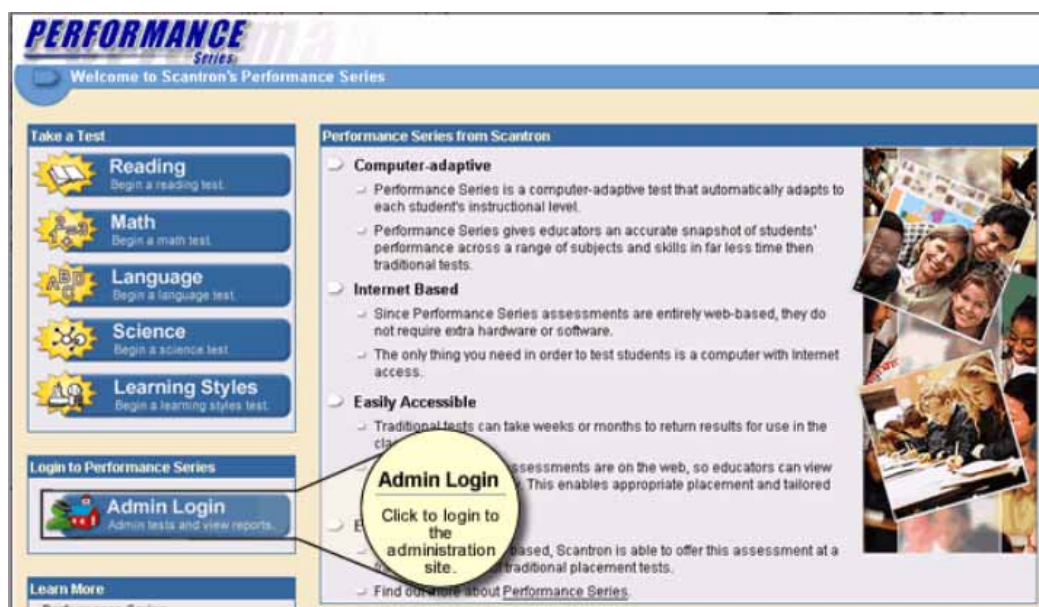


PERFORMANCE SERIES

SCHOOL/BUILDING LEVEL SITE SETUP AND ADMINISTRATION

Section 1: Login to Performance Series

1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.edperformance.com/> and click the **Admin Login** button.



3. Enter the School/Building **Site ID**, **Staff ID** and **Password**. Then click **Login**.


Administrative Login



Site ID:

Staff ID:

Password:

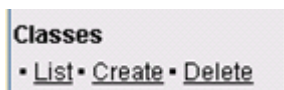
Note: To login to a school/building from a top level location, click the  button from top right corner of the top level site home page and Select the name of the school/building you wish to login to.




The interface shows a blue header with a globe icon and the text "Change Location". Below this is a yellow section with the text "Select a Location". Underneath, there are two blue buttons: "Select Training School District (15-2335-3570)" and "Select Training Elementary School (42-0445-3768)".

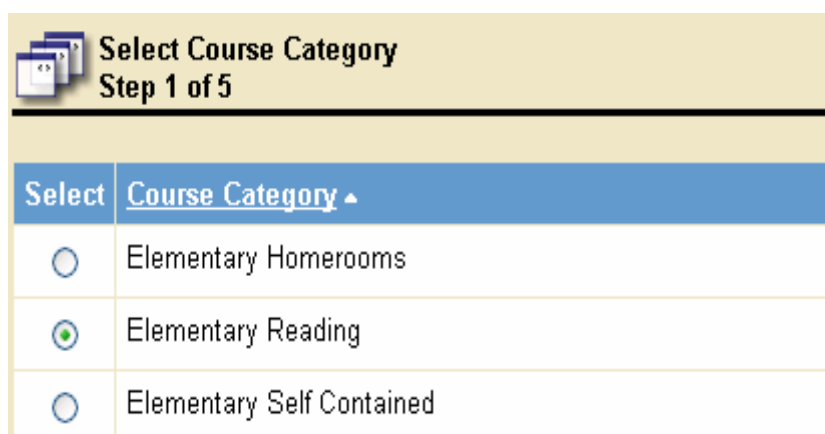
Section 2: Classes

1. From the Site Admin menu, click **Create** under **Classes**.



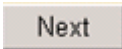
A grey box with the title "Classes" and three links: "List", "Create", and "Delete".


2. Select the **Course Category** that the class will associated with. Then click the  button.








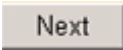
The interface has a yellow header with a folder icon, the text "Select Course Category", and "Step 1 of 5". Below is a table with three rows, each with a radio button and a text label.


Select	Course Category ▲
<input type="radio"/>	Elementary Homerooms
<input checked="" type="radio"/>	Elementary Reading
<input type="radio"/>	Elementary Self Contained

3. Select the **Course Name/Number** that the class will be associated with. Then enter a **Section Number**; select a **Grade Range**, then you may select a **Period/Block** for the class. Then click the  button.



Provide Class Data
Step 2 of 5


Information	
Location:	Brown-North Elementary School
Course Category:	Elementary Reading
Course Name/Number:	Grade 4 Reading R4  *
Section Number:	5  *(Must be unique to Brown-North Elementary School)
Grade Range:	4  to 4  *
Period/Block:	Per./Block 2 

4. Click on the checkboxes to **Assign a Primary Teacher** and **Assign** any other teachers to the class who will need access to the class data. Then click the  button.

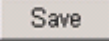


Assign Teacher(s) (Optional)
Step 3 of 5


Assign*	Primary*	Staff ▲
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Beckov, Katarina
<input checked="" type="checkbox"/>	<input type="radio"/>	Marigold, Sam
<input type="checkbox"/>	<input type="radio"/>	Phelps, Sue
<input type="checkbox"/>	<input type="radio"/>	Weaver, Tim

5. Click the checkboxes next to the student names to **Enroll** students in the class. Then click the  button.


Enroll Students (Optional)
Step 4 of 5

Enroll	Student ▲
<input checked="" type="checkbox"/>	Astor, John
<input checked="" type="checkbox"/>	Jackson, Rodney
<input checked="" type="checkbox"/>	Johnson, Amy
<input checked="" type="checkbox"/>	Martinez, Juan

6. Review the data for the class, and click the  button if the data all looks correct. If any changes need to be made before the class data is saved, click the  button until the data that needs to be edited is on the screen.


Review and Save Class Data
Step 5 of 5

Information	
Location:	Brown-North Elementary School
Course Name/Number:	Grade 4 ReadingR4
Course Category:	Elementary Reading
Section Number:	5
Grade Range:	4
Period/Block:	Per./Block 2

Staff	
Primary	Staff
<input checked="" type="checkbox"/>	Beckov, Katarina
<input type="checkbox"/>	Marigold, Sam

Students	
Student	
Astor, John	
Jackson, Rodney	
Johnson, Amy	
Martinez, Juan	

7. You will be returned to the **List of Classes**. You should see the class you created.

Class ▾	Primary Staff	Grade	Students
<u>Grade 4 Reading</u> Sec. 4, Per./Block 1	none	4	0
<u>Grade 4 Reading</u> Sec. 5, Per./Block 2	Beckov, Katarina	4	4

8. To edit a class, click on the underlined name of the class and select **Edit Class** under the **Class** tab.

Class
Students
Staff

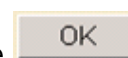
Class Information

- Edit Class
- Delete Class

Class Information

Information	
Course Name:	Grade 4 Reading
Course Number:	R4
Section Number:	5
Period:	Per./Block 2
Grade Range:	4
Students:	4

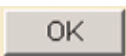
9. Make the necessary changes to the class information. Then click the



Information	
Location:	Brown-North Elementary School
Course Category:	Elementary Reading
Course Name/Number:	Grade 4 Reading
Course Number:	R4
Section Number:	5 <small>*(Must be unique to Brown-North Elementary School)</small>
Grade Range:	4 ▾ to 4 ▾ *
Period/Block:	Per./Block 2 ▾


10. To edit student enrollment for a class, select **Edit Enrollment** under the **Students** tab.


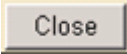
Class	Students	Staff
Student Enrollment		
Student Enrollment		
• Edit Enrollment		
Students		
X Export XLS		
Student ▲		Student ID
Astor, John		123456
Jackson, Rodney		456789
Johnson, Amy		23456
Martinez, Juan		345678

11. Add/remove students by selecting or deselecting the checkboxes next to the student names. Then click the  button.

Add/Remove Students	
<p>► Previously selected Items will appear in bold.</p> <p>► Sort on the "Select" column by clicking the column heading to view selected entries.</p>	
Select	Student ▲
<input type="checkbox"/>	Astor, John
<input checked="" type="checkbox"/>	Jackson, Rodney
<input checked="" type="checkbox"/>	Johnson, Amy
<input checked="" type="checkbox"/>	Martinez, Juan

12. Edit the Staff Assignment for the class by selecting **Assign Staff** under the **Staff** tab.


Class	Students	Staff		
Staff Assignment				
Staff Assignment • Assign Staff	Staff Members			
	 Export XLS Count: 2			
	Primary ▾	Staff	Staff ID	Position
	<input checked="" type="radio"/>	Beckov, Katarina	300	Teacher w/o Student Edit
		Marigold, Sam	333-00-0000	Teacher w/ Student Edit

13. **Add/Remove Staff** members by selecting or deselecting the checkboxes next to the staff member names. Then click the  button. When you are finished editing the class, click the  button.

Add/Remove Staff

► Previously assigned staff members appear in bold.

► Sort on the "**Select**" column by clicking the column heading to view selected entries.

 [Export XLS](#)

Select	Primary	Staff ▲	Staff ID
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Beckov, Katarina	300
<input checked="" type="checkbox"/>	<input type="radio"/>	Marigold, Sam	333-00-0000
<input checked="" type="checkbox"/>	<input type="radio"/>	Phelps, Sue	100
<input type="checkbox"/>	<input type="radio"/>	Weaver, Tim	200

Section 3: Students

1. From the Site Admin menu, click **Create** under **Students**.

Site Admin

Students

- [List](#) ▪ [Create](#) ▪ [Delete](#)
- [Search Students](#)
- [Transfer Students](#)
- [Merge Students](#)
- [Print Profiles](#)

- Enter the **Student ID**, **First Name**, Middle Initial (**MI**), **Last Name**, and **Student Test Password**. If the student is a **Demo Student**, check the Demo Student box (Demo Student scores are not included in report data).

Create Student	
Provide Student Data Step 1 of 4	
Information	
Location:	Training Elementary School
Student ID:	<input type="text"/> *
Demo Student?	<input type="checkbox"/> This value cannot be changed once the student is created.
First Name, MI:	<input type="text"/> * <input type="text"/>
Last Name:	<input type="text"/>
Student Test Password:	<input type="password"/>

- Select Student Demographics: Select the student's **Current Grade**, **Gender**, **Birthdate**, **Ethnicity**, **Citizenship**, and **Special Status** information.

Demographics																																					
Current Grade:	(Select Grade) *																																				
Gender:	(Select Gender)																																				
Birth Date:	(Month) (Day) (Year)																																				
Ethnicity:	(Select Ethnicity)																																				
Citizenship:	(Select Citizenship)																																				
Special Status:	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>Unspecified</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Limited English Proficiency (LEP)</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Migratory Child</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Migratory Education Program (MEP)</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Summer Migratory Education Program (SMEP)</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Student with Disability</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Title I</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Meal Assistance</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td>Individual Education Plan (IEP)</td> </tr> </tbody> </table>	Yes	No	Unspecified	Status	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Limited English Proficiency (LEP)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Migratory Child	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Migratory Education Program (MEP)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Summer Migratory Education Program (SMEP)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Student with Disability	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Title I	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Meal Assistance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Individual Education Plan (IEP)
Yes	No	Unspecified	Status																																		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Limited English Proficiency (LEP)																																		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Migratory Child																																		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Migratory Education Program (MEP)																																		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Summer Migratory Education Program (SMEP)																																		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Student with Disability																																		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Title I																																		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Meal Assistance																																		
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Individual Education Plan (IEP)																																		

4. Select **Modifications for Performance Test Starting Point**, if applicable, for one or more subject areas, so that students may begin a Performance Test at a lower or higher grade level than the grade in which they are assigned.

Modification for Performance Test Starting Point

If a documented special need such as an IEP or 504 plan requires a student to start a test at a different level from his or her Current Grade, adjust the grade level for the subject below. The starting point on the subject Performance test will be adjusted accordingly.

Math: (No Modifications) ▼

Reading: (No Modifications) ▼

Language Arts: (No Modifications) ▼

Science: (No Modifications) ▼

5. Review the student data for accuracy. Then click the **Save** button. If changes need to be made to the student data, click on the **Previous** button to edit the data on the previous page.

Review and Save Student Data
Step 4 of 4

Information

Location:	Training Elementary School
Student ID:	8907657
Demo Student?	No <i>This value cannot be changed once the student is created.</i>
Name:	Jones, James
Student Test Password:	none

6. To delete a student, click **Delete** under the **Students** menu in Site Admin. Click on the checkboxes next to the students you wish to delete. Then click the

Next button.

Select Students To Delete
Step 1 of 2

Delete	Student ▲
<input checked="" type="checkbox"/>	Aimina, Johava
<input type="checkbox"/>	Astor, John
<input checked="" type="checkbox"/>	Browning, Jarrett
<input type="checkbox"/>	Christopherson, Jerry
<input checked="" type="checkbox"/>	Dante, Sommer

7. Confirm the students that you want to delete. Then click the  button.

Confirm Student Deletion
Step 2 of 2 Previous Cancel

WARNING!
You have chosen to remove the students listed below. This action cannot be reversed. Students who do not have testing data associated with them will be deleted. Students who have testing data associated with them will be made inactive, their testing data will be archived. These students will not be available for enrollment into groups or classes. Archived student data will be available for reporting.

Student	Student ID	Grade
Aimina, Johava	3701	3
Browning, Jarrett	3702	3
Dante, Sommer	3704	3

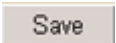
Section 4: Staff Members

1. From the Site Admin menu, click **Create** under **Staff Members**.

Staff Members

- [List](#) • [Create](#) • [Delete](#)
- [Usage Statistics](#)
- [Who's Logged In?](#)

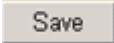
2. Enter a **Staff ID**, **First Name**, **Middle Initial (MI)**, **Last Name**, **Email Address** (only required for Location Controllers), **Password**, **Confirm the Password**.

Then click the  button. If the staff member is a temporary user, click the checkbox next to **Guest Account**.

Create Staff Member

Provide Staff Member Data

Information	
Location:	Training Elementary School (School)
Staff ID:	<input type="text"/> *
First Name, MI:	<input type="text"/> * <input type="text"/>
Last Name:	<input type="text"/> *
Email Address:	<input type="text"/> Required for Location Controllers
Password:	<input type="password"/> *
Confirm Password:	<input type="password"/> *
Guest Account?	<input type="checkbox"/>

3. Select a **Position Name** for the staff member. This will determine his/her access in the site. Then click the  button.

Position	
Select	Position Name
<input type="radio"/>	Location Controller Can perform all tasks at a location. For your security, keep the number of location controllers at your location to a minimum.
<input type="radio"/>	Administrator Has full viewing/reporting and item/test creation capabilities at a location, but cannot create/edit students or staff.
<input checked="" type="radio"/>	Teacher w/o Student Edit Can view just the students and classes they have been assigned to. If a teacher needs more access, a second identity should be created for the staff member using a different position and unique Staff ID. Only teachers can be assigned to classes.
<input type="radio"/>	Teacher w/ Student Edit Just like Teacher w/o Student Edit except this position can also create and edit students.
<input type="radio"/>	Data Entry Has creating/editing/deleting capabilities to allow most common data entry tasks.
<input type="radio"/>	Test Operator Can perform tasks related to the test taking logistics of the system.
<input type="radio"/>	Consultant Must be assigned to projects for any rights.
<input type="radio"/>	Classroom Wizard User Classroom Wizard SSO

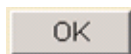
4. You will be returned to the **List** of **Staff Members**, where you should see the staff member you created.

Staff List		
<div> <div> Site Admin <ul style="list-style-type: none"> Students <ul style="list-style-type: none"> List • Create • Delete Search Students Transfer Students Merge Students Print Profiles Classes <ul style="list-style-type: none"> List • Create • Delete Groups <ul style="list-style-type: none"> List Staff Members <ul style="list-style-type: none"> List • Create • Delete Usage Statistics Who's Logged In? </div> <div> Export XLS </div> </div>		
Staff	Staff ID	Position
Johnson, John	jjohnson	Teacher w/o Student Edit
Moreno, Kathy	Kmoreno	Location Controller

5. To edit a staff member, click on the underlined name of the staff member from the **List** of staff members. Then select Edit Staff Member from the **Staff Member** tab.

Staff Member	Classes	Security Events																
<div> <div> Staff Member Information <ul style="list-style-type: none"> Edit Staff Member Change Password Delete Staff Member </div> <div> Staff Member Information <table border="1"> <thead> <tr> <th colspan="2">Information</th> </tr> </thead> <tbody> <tr> <td>Location:</td> <td><u>Brown-North Elementary School</u></td> </tr> <tr> <td>Site ID:</td> <td>37-9403-0185</td> </tr> <tr> <td>Staff ID:</td> <td>200</td> </tr> <tr> <td>Name:</td> <td>Weaver, Tim</td> </tr> <tr> <td>Email Address:</td> <td>not specified</td> </tr> <tr> <td>Enabled/Disabled:</td> <td>Enabled</td> </tr> <tr> <td>Guest Account?</td> <td>No</td> </tr> </tbody> </table> </div> </div>			Information		Location:	<u>Brown-North Elementary School</u>	Site ID:	37-9403-0185	Staff ID:	200	Name:	Weaver, Tim	Email Address:	not specified	Enabled/Disabled:	Enabled	Guest Account?	No
Information																		
Location:	<u>Brown-North Elementary School</u>																	
Site ID:	37-9403-0185																	
Staff ID:	200																	
Name:	Weaver, Tim																	
Email Address:	not specified																	
Enabled/Disabled:	Enabled																	
Guest Account?	No																	

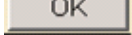
6. Make any necessary changes to the staff member's information. Then click the



button. *Note: A Staff Member's access can be enabled/disabled through the Edit Staff feature.*

Information	
Site ID:	37-9403-0185
Location:	Brown-North Elementary School
Staff ID:	200 <small>*(Must be unique within Scantron Professional Development)</small>
First Name, MI:	Tim * <input type="text"/>
Last Name:	Weaver *
Email Address:	tim.weaver@bnelem.edu
Enabled/Disabled:	<input type="checkbox"/> Disable this staff member's ability to log in
Guest Account?	<input type="checkbox"/>

7. To change the password of the Staff Member, click Change Password under the

Staff Members tab. Then click the  button.

Change Staff Member's Password	
Staff ID:	200
Staff Member:	Weaver, Tim
Enter New Password:	<input type="password"/> *
Confirm New Password:	<input type="password"/> *

8. To view the class assignments of the Staff Member, click the **Classes** tab.

Staff Member	Classes	Security Events
Staff Member Class Assignment		
<ul style="list-style-type: none"> Assign Classes 	Classes	
	Class ^	Primary Staff
	Grade 4 Homeroom Sec. 1, Per./Block 5	Weaver, Tim
	Grade 4 Reading Sec. 4, Per./Block 1	none

9. To **Add/Remove Classes** assigned to the Staff Member, select Assign Classes

under the **Classes** tab to make any changes. Then click the  button.

Add/Remove Classes			
<ul style="list-style-type: none"> Classes the staff member is currently assigned to appear in bold. Sort on the "Select" column by clicking the column heading to view selected entries. 			
Classes			
Select	Primary Staff	Class ^	Primary Staff
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grade 4 Homeroom Sec. 1, Per./Block 5	Weaver, Tim
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grade 4 Reading Sec. 4, Per./Block 1	none
<input type="checkbox"/>	<input type="checkbox"/>	Grade 4 Reading Sec. 5, Per./Block 2	Beckov, Katarina

10. To view security events related to the staff member, click the **Security Events** tab.

Click on Session Details to view the **IP address**, **Host**, **Operating System**, and **Browser** used during the Security Event.

Staff Member	Classes	Security Events
Security Events		
Security Events		Count
Export XLS		
Occurred At	Event	Details
7/16/05 9:00 p.m.	Staff Created The staff member's account was created.	Session Details

11. To delete a Staff Member, click **Delete** under the **Staff Members** menu and click the checkboxes next to the staff member(s) you want to delete.

Select Staff To Delete Step 1 of 2		
Select	Staff ▲	Staff ID
<input type="checkbox"/>	Beckov, Katarina	300
<input type="checkbox"/>	Brown, Valorie	666-55-4444
<input type="checkbox"/>	Marigold, Sam	333-00-0000
<input type="checkbox"/>	Phelps, Sue	100
<input checked="" type="checkbox"/>	Weaver, Tim	200

12. Confirm the deletion. Then click the  button.

Please Confirm Delete		
WARNING!		
The following staff member will be deleted. No classes, students, or student test scores will be associated with this staff member for this staff member existed in previous school years, all associated data and test scores for those years will remain unchanged. Click		
Staff	Staff ID	Position
Weaver, Tim	200	Teacher w/o Student Edit

Section 5: Administrative Security/Password

- From the Site Admin menu, click **Administrative Security** under **Security**.



- Select **Edit Login Settings** under **View Login Security** to change the default settings.

Security Information		
View Login Security Edit Login Settings Add a Network Add an IP Address	Login Settings:	
	Enabled	Login Option
	yes	When logging in, if a user enters his or her password incorrectly 5 times within 5 minutes , then disallow any logins by that user for a period of 5 minutes .
	yes	Automatically logout users who are idle for longer than 15 minutes .
	yes	Remember the Site ID (37-9403-0185) on the login screen.
	Allowed Login Times:	
	Day	Login Time
	Sunday	Allow all times.
	Monday	Allow all times.
	Tuesday	Allow all times.
Wednesday	Allow all times.	
Thursday	Allow all times.	
Friday	Allow all times.	
Saturday	Allow all times.	
Allowed Network Addresses:		
IP Address	Type	Remove
any	Allow administrative logins to Brown-North Elementary School from any computer on the internet.	

- Make any changes to the **Login Settings** for the administrative logins for this site. Then click the **Save** button.

Login Settings:	
Enable	Login Option
yes	When logging in, if a user enters his or her password incorrectly <input type="text" value="5"/> time(s) within <input type="text" value="5 minutes"/> , then disallow any logins by that user for a period of <input type="text" value="5 minutes"/> .
yes	Automatically logout users who are idle for longer than <input type="text" value="15 minutes"/> .
<input checked="" type="checkbox"/>	Remember the Site ID (37-9403-0185) on the login screen.

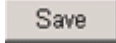
4. Make any changes to the **Network Address Settings** for this site. Then click the  button.

Network Address Settings:

Allow administrative logins to **Brown-North Elementary School** from computers on the network listed below:

Network ID: *

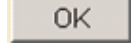
Subnet Mask: *

5. Make any changes to the **Network Address Settings** to limit the administrative access to this site from computers assigned to a specific IP address. Then click the  button.

Network Address Settings:

Allow administrative logins to **Brown-North Elementary School** from computers assigned the IP address listed below:

IP Address: *

6. To change your own password, select **Your Password** under the **Security** menu.
7. Enter your old password, your new password, confirm your new password. Then click the  button. *Note: Passwords must be at least 6 characters with at least one be a numeric.*

Change Your Password

Enter Old Password:	<input type="password" value="••••••••"/>	*
Enter New Password:	<input type="password" value="••••••••"/>	*
Confirm New Password:	<input type="password" value="••••••~•"/>	*